

Montgomery County Government
ENVIRONMENTAL ISSUES AND ACTIONS CHECKLIST

POLLUTION PREVENTION (P-2)
OFFICE WASTE REDUCTION

Page 1 of 2

Date: _____

Facility Name/Address: _____

Facility Manager: _____

Item/Area/Concerns	NO	SOMETIMES	DON'T KNOW	YES	N/A
OFFICE SUPPLY PURCHASING:					
1. Does your office have an environmentally preferable purchasing policy in place that establishes guidelines to purchase environmentally preferable products?					
2. Do you audit materials used by the office to ensure applicable environmental guidelines are being utilized?					
3. Does your office order in bulk or place orders in a consolidated manner as to avoid wasteful packaging?					
4. Does your office buy reusable, repairable, rechargeable, or refillable products (remanufactured or refillable inkjet cartridges, remanufactured laser printer toner cartridges, Read-Write computer disks, and rechargeable batteries)?					
5. Does your office buy reused, reconditioned, or refurbished rather than new?					
6. Does your office buy products made with recycled material? If no, go to question #8.					
7. Does your office purchase 50% of the total dollar value of paper and paper products that are recycled paper of at least 80% post-consumer waste content"??					
8. Does your office buy chlorine free paper?					
9. Does your office buy from companies with good environmental records. ?					
10. Does your office buy goods grown or manufactured locally?					
11. Does your office buy less toxic or nontoxic inks?					
12. Does your office buy vegetable oil inks (soy-based)?					
13. Does your office buy nontoxic cleaning supplies in bulk or condensed forms, in recycled or recyclable containers?					
OFFICE WASTE MINIMIZATION:					
1. Does your office use glasses, plates, and flatware instead of disposables for your office kitchen?					
2. Do you have a policy that suggests the use of mugs instead of disposable cups?					
3. Does your office recycle newspapers, cardboards, office papers, cans, plastic containers, computer, and office electronic equipment?					
4. Does your office make arrangements to donate or exchange surplus and reusable waste items?					
5. Do you have a website clearinghouse for your agencies in which other agencies can access to promote exchange of surplus materials?					
6. Does your office try to use less paper by e-mailing (or circulating) memos, documents, periodicals, and reports rather than individual copies?					
7. Does your office try to use less paper by sending and storing information electronically when possible? This includes email, Web site, and electronic fax?					
8. Does your office try to use less paper by making scratch pads from used paper?					
9. Does your office try to use less paper by printing and copying on both sides of a piece of paper?					

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OFFICE WASTE REDUCTION

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Item/Area/Concerns	NO	SOMETIMES	DON'T KNOW	YES	N/A
OFFICE WASTE MINIMIZATION (Continued):					
10. Does your office try to use less paper by re-using scrap paper, envelopes, bags and mailers?					
11. Have all employees received the Pollution Prevention Overview Training currently being given through OHR?					
OFFICE ENERGY CONSERVATION:					
*1. Does your office have energy-efficient office products and appliances? Products that display the <i>EPA Energy Star</i> label?					
*2. Are all your computers <i>EPA Energy Star</i> models?					
*3. Have you centrally enabled the "Power Management" software that automatically puts monitors to rest organization-wide when not in use, and allows them to "wake" within seconds with the touch of the mouse or keyboard?					
*4. Is there an individual or individuals responsible for ensuring that lights and office equipment are turned off at the end of the day?					
*5. Is there an individual or individuals responsible for ensuring that personal electric appliances (fans, lamps, coffee pots, etc.) are turned off at the end of the day?					
6. Do all computers have flat panel monitors?					
7. Do you have motion sensors that operate your office lighting?					
8. For equipment that does not have an "off" switch, do you use power strips to enable it to be shut down?					
9. Is your office building heated and cooled to a level that provides most employees with year-round comfort?					
10. Do you use compact fluorescent bulbs in lamp fixtures?					
11. Do you know the annual dollar cost of the energy used in your office?					
12. Are you purchasing renewable energy resources wherever cost effective and practicable? (ex. Solar, Wind)					
COMMUTING & VEHICLE USE:					
1. Has your office stipulated that a percentage of future vehicles purchased be hybrid electric cars in place of gasoline powered cars?					
2. Has your office down-sized light duty vehicles to hybrid sedans where appropriate?					
3. Has your office reduced the number of vehicles used in your fleet from previous year?					
4. Has your office purchased ultra low sulfur fuel for heavy duty vehicles?					
5. Does your office follow ozone action day activities?					
6. Does your office encourage a policy for teleworking, which includes telework workstations, teleconferencing, incentives for carpooling and use of public transportation?					
7. Has the number of employees telecommuting increased from last year?					
8. Has the number of employees teleworking increased from last year?					
9. Does your office maintain or increase the 9 year replacement cycle for sedans and light duty vehicles?					
10. Does your office maintain or increase the 12 year replacement cycle for diesel powered vehicles buses and trucks?					
11. Does your office implement a retrofit program to reduce diesel particulate emissions from buses and trucks?					

Note: Questions noted with an astericks (*) are required to be implemented under the "Energy Wise Office Policy". These questions should ultimately be answered with a "yes".

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ENVIRONMENTAL ISSUES AND ACTIONS CHECKLIST
FLEET AND EQUIPMENT MAINTENANCE & BODY SHOPS
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Date: _____

Facility Name/Address: _____

Facility Manager: _____

Item/Area/Concerns	NO	SOMETIMES	DON'T KNOW	YES	N/A
Answer questions under OFFICE WASTE REDUCTION .					
HAZARDOUS MATERIAL REDUCTION:					
1. Does your office have an environmentally preferable purchasing policy in place that establishes guidelines to minimize hazardous materials use?					
2. Do you have current MSDS's for all chemicals in the inventory that are accessible?					
3. Do you have an inventory of hazardous waste products generated on a monthly basis?					
4. Do you have a chemical inventory of products stored on a monthly basis? (Chemical Information List and amounts)					
5. Is your facility currently permitted under the LEPC and MDE for facility storing, handling, and transporting, and disposing chemicals? (If not, your facility may be in non-compliance with State and Federal laws).					
6. Is your facility currently following the procedures required under Federal and State laws for storing, handling, transporting, and disposing of hazardous chemicals?					
7. Do you buy less toxic or nontoxic, paints and cleaning solvents?					
8. Have you stopped using solvent sinks?					
9. Have you switched to using "pump sprays" for aerosol can products?					
HOUSEKEEPING:					
1. Do you make arrangements to donate or exchange surplus and reusable waste items?					
2. Do you perform routine sweeping and trash removal?					
3. Do you perform maintenance activities indoors? Cover floor drains to prevent from entering waterways?					
4. Do you cover floor drains to prevent wash water from entering waterways?					
5. Do you regularly remove unneeded materials for recycling or disposal?					
6. Do you have a Spill Prevention and Response Plan?					
7. Do you label and secure hazardous substances away from outdoor elements?					
8. Do you have secondary containment for storing hazardous materials?					
9. Do you cover exposed materials outside to reduce stormwater contamination?					
PURCHASING AND RECYCLING MATERIALS:					
1. Are you recycling oil, transmission fluid, brake fluid, antifreeze, freon, and batteries (lead/acid)?					
2. Do you purchase re-refined antifreeze?					
3. Do you purchase re-refined lubricating and hydraulic oils?					
4. Do you use or recommend in contracts remanufactured low or non-VOC paint?					

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ENVIRONMENTAL ISSUES AND ACTIONS CHECKLIST
BUILDING/CONSTRUCTION OPERATIONS
GREEN BUILDINGS

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Date: _____

Facility Name/Address: _____

Facility Manager: _____

Item/Area/Concerns	NO	SOMETIMES	DON'T KNOW	YES	N/A
Answer questions under OFFICE WASTE REDUCTION .					
SITE SELECTION/PLANNING:					
1. For new buildings, are you siting new buildings near public transportation and existing infrastructure, and away from sensitive habitats and floodplains?					
2. For new buildings or renovations, are you preserving and reusing topsoil?					
3. For new buildings or renovations, are you preventing erosion and flooding?					
4. For new buildings or renovations, are you minimizing impervious surfaces?					
5. For new building or renovations, are you preserving trees on site?					
6. For new buildings or renovations, are you planting trees around buildings and streets to promote cooler buildings and lower air-conditioning loads?					
7. For new buildings or renovations, are you utilizing indigenous plants?					
ENERGY USE:					
1. For new buildings or renovations, are you using solar, wind, fuel cell, geothermal or other renewable sources of energy?					
2. For new buildings or renovations, are you using energy efficient, equipment, and design strategies?					
3. For new buildings or renovations, are you incorporating day lighting into design?					
4. For new buildings or renovations, are you implementing a cool roofs program? (Such as light colored roofing material and vegetative material)					
5. For new buildings and renovations, are you using the full cut-off exterior light fixtures and light levels compliant with IESNA standards for parking lots and exterior building lights on buildings; and, recommended interior lighting levels recommended by IESNA for government buildings?					
6. For new buildings, renovations and replacements (interior lighting, appliances, HVAC equipment, etc.), are you purchasing and or specifying energy-efficient office products and appliances? Products that display the <i>EPA Energy Star</i> label?					
7. Do you prioritize preventative maintenance of HVAC systems at County buildings?					
8. For traffic control, have you changed traffic lights to light-emitting diode (LED) fixtures?					
WATER USE:					
1. For new buildings or renovations, are you using water-saving fixtures?					
2. For new buildings or renovations, are you promoting the collection and reuse of rainwater from rooftops to be used for irrigation?					
3. For new buildings or renovations, are you employing the use of rain gardens?					
4. For new buildings or renovations, are you employing the use of green roofs?					

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BUILDING/CONSTRUCTION OPERATIONS GREEN BUILDINGS

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Item/Area/Concerns	NO	SOMETIMES	DON'T KNOW	YES	N/A
WATER USE (Continued):					
5. For new buildings or renovations, are you using on-site storm water treatment?					
6. For new buildings or renovations, are you selecting building locations and development of landscaping to preserve natural vegetation and maintain watershed integrity?					
MATERIALS/SOLID WASTE MANAGEMENT:					
1. For new buildings or renovations are you reducing material use?					
2. For new buildings or renovations are you reusing and recycling construction and demolition debris?					
3. For new buildings or renovations are you using re-crushed cement concrete aggregate and asphalt?					
4. For new buildings or renovations are you using materials with recycled content and with lower-impact manufacturing methods and by-products?					
5. For new buildings or renovations are you using cement and asphalt concrete containing tire rubber, glass cullet, recycled fiber, plastic, fly ash, or other alternative products?					
6. Are you using re-treaded tires and products made from recycled tire rubber including rubberized asphalt, playground surfaces, and fatigue mats?					
7. For new buildings or renovations are you purchasing sustainable grown or harvested materials?					
8. Have you switched to using "pump sprays" for aerosol can products?					
9. Are you using remanufactured low or non-VOC paint?					
10. Are you using low-emitting materials in County buildings such as low-VOC adhesives, sealants, paints and carpeting?					
11. Are you using composite wood and agri-fiber products that contain no added urea-formaldehyde resins?					
INDOOR QUALITY:					
1. For new buildings or renovations, are you ensuring that ventilation system design meet the quality of ventilated air adequate to protect employees?					
2. For new buildings or renovations, are you ensuring that air intakes are located to avoid cross contamination from building exhaust vents as stipulated in the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE) code?					
3. For new buildings or renovations, are you ensuring that copy rooms, parking garages, restrooms and cooking facilities are designed with independent exhausts to prevent recirculation of degraded air establishing maintenance and operational practices?					
4. For new buildings, renovations and/or equipment replacement, are you ensuring the use of "the best reasonably available noise control technology and strategies"?					
5. For new buildings, are you preventing soil gas entry by providing airtight foundations and installing passive radon mitigation system?					
6. Are you testing buildings that do not meet building design standards for radon protection and rehabilitating, if necessary?					
7. Are you maintaining proper temperature and humidity control in buildings to avoid mold and mildew producing conditions?					
8. Are you ensuring that EPA guidelines are followed for mold remediation work?					

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ENVIRONMENTAL ISSUES AND ACTIONS CHECKLIST

OTHER OPERATIONS

Page 1 of 1

Date: _____

Facility Name/Address: _____

Facility Manager: _____

Item/Area/Concerns	NO	SOMETIMES	DON'T KNOW	YES	N/A
LABORATORIES & MAINTENANCE OPERATIONS					
Answer questions under OFFICE WASTE REDUCTION .					
HAZARDOUS MATERIAL USE AND REDUCTION :					
1. Does your office have an environmentally preferable purchasing policy in place that establishes guidelines to minimize hazardous materials use?					
2. Are MSDS's for all chemicals in the inventory available? Are they current? Is it accessible?					
3. Do you have an inventory of hazardous waste products generated on a monthly basis?					
4. Do you have a chemical inventory of products stored on a monthly basis? (Chemical Information List and amounts)					
5. Is your facility currently permitted under the LEPC and MDE for facility storing, handling, and transporting, and disposing chemicals? (If not, your facility may be in non-compliance with State and Federal laws).					
6. Is your facility currently following the procedures required under Federal and State laws for storing, handling, transporting, and disposing of hazardous chemicals?					
7. Have you switched to using "pump sprays" for aerosol can products?					
8. Are you using non-toxic, biodegradable cleaning products for office cleaning?					
OUTDOOR FACILITIES OPERATIONS					
Answer questions under OFFICE WASTE REDUCTION .					
1. Do you use recycled plastic outdoor wood substitutes-including plastic lumber, benches, fencing, signs, and posts?					
2. Do you compost?					
3. Do you mulch?					
4. Are you reducing emissions from lawn and garden equipment by selective replacement, (e.g.; replace equipment with two cycle engines with equipment having four cycle engines)?					
5. Are you planting trees to replace dead or damaged ones removed each year with consideration given to climate, purpose and emissions?					
6. Are you planting native species in building landscaping?					
7. Do you have a deer management program?					
8. Do you cover exposed materials outside to reduce stormwater contamination?					
9. Golf Courses: Do you have an irrigation plan that minimizes public water and groundwater usage?					
10. Do you use alternatives to chemical fertilizers and pesticides in turf maintenance practices?					
11. Do you have operational procedures to track and restrict use of excessive fertilizer use and develop appropriate nutrient management plans?					
12. Do you ensure chemicals used to eliminate or deter insect pests and undesirable vegetation are readily and completely biodegradable and be applied in a manner that is least likely to come into contact with humans and any other animals for which treatment is not intended?					
13. Before treating for pests, do you remove water source, food source, and harborage?					
14. In treating for pests, do you treat with least toxic progressing to most aggressive methodology? (integrated pest management)					